

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDS/OL/RECD-6	
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT	
Analysis of Space Occupied by CIA					<input checked="" type="checkbox"/> STATISTICAL	
					<input type="checkbox"/> NARRATIVE	
					<input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		
1		LOGISTICS		SECURITY		
		MEDICAL		FINANCE		
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)		
15		Annual		2		
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Columnar - tabulation		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		Established by O/PPB		
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)				
Records Unit of RECD		Input from computerized Real Property Summaries and LSD, RECD records and GSA Form 65AT				
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT X TIMES PREPARED = COST PER YEAR	
GS-8.1	4.31		36	=	155.16 1 155.16	
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR 155.16						
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
Report provides useful info as to square feet and cost of space by Domestic and Foreign components.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT				ESTIMATED SAVINGS		
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)				MAN-HOURS DOLLARS		
<input type="checkbox"/> CHANGE				STAT		
<input type="checkbox"/> DISCONTINUE						
16. DATE OF INVENTORY				18. EXTENSION		
9 October 1970						